



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

AD HOC COMMITTEE TO EXPLORE THE FEASIBILITY OF SHARED SERVICES

MEETING MINUTES

February 26, 2008

MEMBERS PRESENT: Clayton Bannock, Ann Harford, Dennis Milanovich, and Dale Roberson

MEMBERS ABSENT: Michael Bard, Joe Wehr

OTHERS PRESENT: Anthony Littizzio, BOE

1. CALL TO ORDER:

Chairman Dennis Milanovich called the meeting to order at 7:39 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. CITIZENS FORUM: No comments.

3. APPROVAL OF MINUTES: November 13, 2007

MOVED (ROBERSON) SECONDED (BANNOCK) AND PASSED TO APPROVE THE AD HOC COMMITTEE TO EXPLORE THE FEASIBILITY OF SHARED SERVICES MEETING MINUTES OF NOVEMBER 13, 2007. HARFORD ABSTAINED.

4. MARCH MEETING DATE CHANGE

It was decided to move the March 17 meeting to March 18, 2008. If it is cancelled due to snow, the next meeting will be in April.

5. DISCUSSION REGARDING SHARED SERVICES

The Board of Education has submitted the Information Technology information that was requested of them at the November meeting (attached). Mr. Bannock felt that the organizational chart was self explanatory and had no problems with the job descriptions. In the List of Processes, the internal labor hours column was left blank. He had hoped there would be a scale to see what the larger components were and the frequency of the processes related to the volume of work.

The Board of Education IT expert John Collins could not make the meeting tonight so Mr. Littizzio will take the questions back to him for responses. Mr. Milanovich asked why there were so many items under firewall, some are daily and some weekly. He thanked the Board of Education for submitting the information and stated that nothing has been received from the Town (Finance Office) yet. Mr. Milanovich will have the secretary write a letter to the Finance Officer as a reminder. He also stated that the Board of Education has a well defined and organization IT department.

Mr. Milanovich asked how many computers were in the system and the combined salaries of the IT professionals. Mr. Littizzio stated that he estimated \$200,000 for all employees plus vendor and license fees of approximately \$150,000 and capital expenditures of \$150,000. The number of machines is estimated at 1,000.

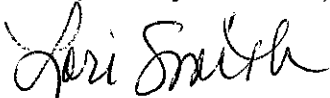
Mr. Milanovich asked what the volume capability was for the T1 line versus DSL. Tony will have John Collins get that information. Mr. Roberson asked if they were looking to combine all the IT in the Town and stated that there is a security issue. Mr. Milanovich stated that the BOE has the expertise to take over the Town's portion of the IT, but this all depends on what the findings bring and that is what this committee is charged to determine.

He thanked the BOE again for getting them this information and looked forward to getting the blanks filled in on the List of Processes. Mr. Littizzio stated that John Collins will be at their next meeting.

6. Adjournment

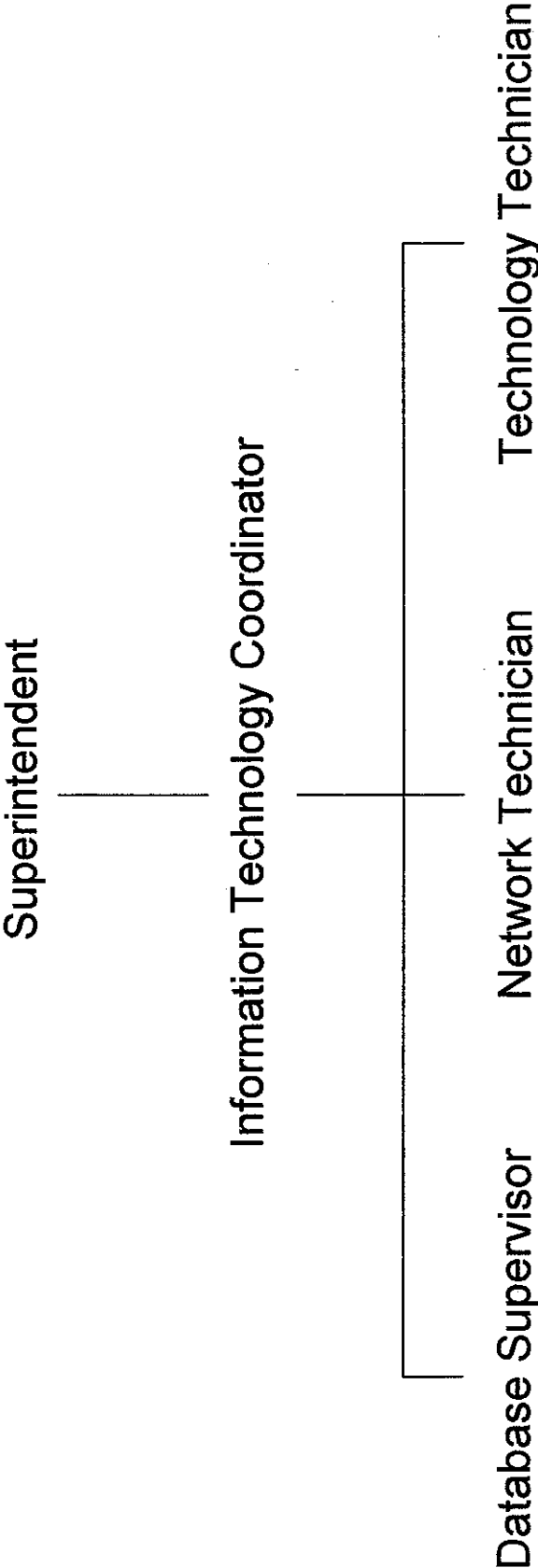
MOTION (ROBERSON) SECONDED (HARFORD) AND PASSED TO ADJOURN THE MEETING AT 8:10 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lori Smith".

Lori Smith

**Ellington Public Schools – Department of Information Technology
Organizational Chart**



Ellington Public Schools

Job Description

Department: Technology

Title: Database Coordinator

Reports to: Information Technology Coordinator

Job Summary:

The Database Coordinator is responsible for the integration of various student databases to maintain a single point of entry system. A student's information is entered once and that information is fed to the various modules (SNAP, SEMS/i504, State reporting, CafeTerminal, etc.). The Database Coordinator also provides Administrators customized reports to ensure that Board of Ed policy is enforced (ex. Attendance policies, Graduation Requirement policies). Reports on CMT/CAPT information are also provided to help Administrators and teachers identify students in need of extra help.

Summary of essential job functions:

- District registrar responsible for registering and un-registering students on state site
- Verify accuracy of student data in preparation for state reporting
- Provide the Administrative Assistant with the PSIS file in Oct, Jan, and June
- Monitor link between student databases and SEMS/i504 system
- Provide tech support for Special Ed department regarding SEMS/i504 system
- Verify Special Ed students are in SEMS to create SEDAC file for state reporting
- Verify files are synchronized between Admin Plus and SNAP
- Provide tech support for Nurses on SNAP
- Update Free/Reduced lunch status for students which is fed to CafeTerminal
- Import CMT/CAPT information to student database to produce various reports
- Work with Administrators to design reports to ensure Board of Ed policies are enforced
- Provide training as needed on various databases (Admin Plus, SEMS/i504, SNAP)
- Prepare electronic files for the bus company's new software system (Versatrans)
- Prepare electronic files to update Bibliomation
- Prepare electronic files for photographers and import student photos
- Design and implement electronic report cards for the elementary schools

Minimum requirements:

4 year college degree with systems background
Experience with Rediker, SEMS/i504, SNAP

Abilities required:

Strong organizational skills
Knowledge of Excel

Job Description

POSITION: Network Technician

POSITION SUMMARY: The Network Technician will aid the Information Technology Coordinator in developing, maintaining, and improving technologies to support the Ellington Public Schools. This person stays abreast of changes in technology, and is knowledgeable about computers, networking and systems development. This individual primarily provides network support, and works with administrators, school technology consultants, technology coordinators, and other staff to reach the district goals and objectives related to technology.

QUALIFICATIONS: Possess CISCO Certification or equivalent experience. Possess Microsoft Administrative Certification or equivalent experience. Excellent communication, interpersonal and organizational skills.

RESPONSIBILITIES:

1. Collaborates with the technology/teacher consultants and the Information Technology Coordinator.
2. Installs, maintains and upgrades all district technology hardware (computers, printers, audio-visual equipment, etc.).
3. Troubleshoots and repairs hardware in a timely manner.
4. Assists the Information Technology Coordinator in designing, administering and maintaining state-of-the-art local and wide-area networks.
5. Tests and monitors LAN and WAN for usage and performance.
6. Installs, configures and maintains all components of network infrastructure (switches, routers, etc.).
7. Assists the Information Technology Coordinator in administering and maintaining the district's WAN Firewall, proxy sever, Internet filtering and virus protection.
8. Assists the Information Technology Coordinator in designing, implementing and maintaining a system for backing up data throughout the district.
9. Evaluates, develops and maintains data communication systems.
10. Aids in developing and implementing security procedures and network usage policies.

11. Supports district databases and data warehouse models and initiatives.
12. Assists in administrative uses of technology, including development, refinement, and utilization of database applications.
13. Works closely with the Technology Technician, vendors and Contracted Service Personnel.
14. Helps in keeping an updated district inventory.
15. Provides support/training to staff on software programs being used in the district.
16. Performs other duties as determined by the Information Technology Coordinator.

REPORTS TO: Information Technology Coordinator

POSITION: Information Technology Coordinator

POSITION SUMMARY: The Information Technology Coordinator is responsible for developing, maintaining, and improving technologies to support the Ellington Public Schools. This person stays abreast of changes in technology, and is knowledgeable about computers, networking and systems development. This individual provides technical support, and works with administrators, school technology consultants, technology coordinators, and other staff to reach the district goals and objectives related to technology.

QUALIFICATIONS: Minimum of a bachelor's degree, preferably in the area of math, science, information technology or computer science. A+ Certification or equivalent experience. Microsoft Administrative Certification or equivalent experience. Demonstrated management experience. Excellent communication, interpersonal and organizational skills.

RESPONSIBILITIES:

1. Collaborates with the technology/teacher consultants and the 9-12 Technology Coordinator.
2. Works with the Superintendent of Schools and the Technology Committee to maintain a district-wide technology plan that conforms to State standards and develops an annual implementation schedule.
3. Troubleshoots problems and devises a system to facilitate and expedite repairs.
4. Supervises and evaluates the technology technician and contracted service personnel.
5. Designs, administers and maintains state-of-the-art local and wide-area networks.
6. Researches current trends in technology to keep appropriate staff informed and guide decision making.
7. Develops standards and specifications for hardware, networking, infrastructure, and data communications access.
8. Performs ongoing evaluation of district hardware, software, and uses of technology.
9. Keeps an updated inventory of all district technology equipment.
10. Coordinates financial plans, budgets, and proposals for technology-related equipment and services. Manages technology funds.
11. Researches and develops procedures for replacement and maintenance of equipment including determination of need for insurance, feasibility of leasing and alternate creative solutions that will maximize return on investment.

12. Works with vendors, State bid listings and agencies such as Regional Education Service Centers to procure technology-related equipment and services.
13. Coordinates and administers the district's WAN Firewall, Proxy Server, Internet filtering and virus protection.
14. Develops and implements security procedures and works with the administration and Board of Education in developing network usage policies.
15. Evaluates, develops and maintains data communications systems.
16. Seeks technology development opportunities and technology grant funds, including responsibility for securing e-rate funding and grant application submittal.
17. Manages, supervises and supports district databases and data warehouse models and initiatives.
18. Assists in administrative uses of technology, including development, refinement, and utilization of database applications.
19. Provides support/training to staff on software programs being used in the district.
20. Performs other duties as determined by the Superintendent.

REPORTS TO: Superintendent of Schools

Job Description

POSITION: Technology Technician

POSITION SUMMARY: The Technology Technician will aid the Information Technology Coordinator in developing, maintaining, and improving technologies to support the Ellington Public Schools. This person stays abreast of changes in technology, and is knowledgeable about computers, networking and systems development. This individual primarily provides hardware and software support, and works with administrators, school technology consultants, technology coordinators, and other staff to reach the district goals and objectives related to technology.

QUALIFICATIONS: Possess A+ Certification or equivalent experience. Excellent communication, interpersonal and organizational skills.

RESPONSIBILITIES:

1. Collaborates with the technology/teacher consultants, the Network Technician and the Information Technology Coordinator.
2. Installs, maintains and upgrades all district technology hardware (computers, printers, audio-visual equipment, etc.).
3. Troubleshoots and repairs hardware in a timely manner.
4. Assists in evaluating requests for upgrading and/or replacement of hardware and/or software.
5. Creates and maintains a stocked workshop to aide in making hardware repairs more efficient.
6. Installs and supports all district technology software.
7. Installs wiring and network connections throughout the district when necessary.
8. Provides support/training to staff on software programs being used in the district.
9. Responsible for the installation, operation and repair of all aspects of the Media Retrieval systems throughout the district.
10. Assists with the network administration services in all schools.
11. Supports district databases and data warehouse models and initiatives.

12. Assists in administrative uses of technology, including development, refinement, and utilization of database applications.
13. Works closely with the Network Technician, vendors and Contracted Service Personnel.
14. Helps in keeping an updated district inventory.
15. Performs other duties as determined by the Information Technology Coordinator.

REPORTS TO: Information Technology Coordinator

55	Provide tech support for Special Ed department regarding SEMS/I504 system		
56	Verify Special Ed students are in SEMS to create SEDAC file for state reporting		
57	Verify files are synchronized between Admin Plus and SNAP		
58	Provide tech support for Nurses on SNAP		
59	Update Free/Reduced lunch status on Admin + to update Cafe Terminal		
60	Import CMT/CAPT information to student database to produce various reports		
61	Work with Administrators to design reports to ensure Board of Ed policies are enforced		
62	Provide training as needed on various databases (Admin Plus, SEMS/I504, SNAP)		
63	Prepare electronic files for the bus company's new software system (Varsatrans)		
64	Prepare electronic files to update Bibliomation		
65	Prepare electronic files for photographers and import student photos		
66	Design and implement electronic report cards for the elementary schools		
Grants 67	Manage ERate grant for the school district		
68	Manage/Write other Grants as they arise (ex. State Funds for Technology Infrastructure)		
Web Page Design/Updating 69	Maintain District Website		

3) Budget Info: List of Expenses				Description	Cost, \$	Frequency	Supplier Name
1				Rediker Annual Support	\$8,371	Annual	Rediker
2				SNAP Annual Support	\$1,200	Annual	Rediker
3				SEMS Annual Support	\$4,555	Annual	Rediker
4				TechPaths Annual Support	\$7,113	Annual	TechPaths
5				Bibliomation Annual Support	\$11,900	Annual	Bibliomation
6				Gradequick Web Annual Support	\$1,190	Annual	Rediker
7				ProTraxx Annual Support	\$3,840	Annual	ProTraxx
8				Fibertech Annual Lease	\$900	Annual	Fibertech
9				Technical Training	\$5,000	Annual	Various
10				Monthly Web Hosting Fees-Earthlink	\$300	Annual	Earthlink
11				Juniper Annual Support(Firewall)	\$580	Annual	Juniper
12				Vcassel Annual Support	\$1,500	Annual	Vcassel
13				Vcassel Licensing	\$1,500	Annual	Vcassel
16				Portal Membership(CREC)	\$2,500	Annual	CREC
17				Symantec Antivirus	\$4,489	Annual	Symantec
18				Internet Connections	\$13,864	Annual	AT&T
19				Basic Supplies K-12	\$20,938	Throughout year	Various
20				Program Supplies K-12	\$33,527	Throughout year	Various
21				Equipment	varies depending on needs		Various
22				Technology Equipment Repair	\$25,000	Throughout year	Various
23							
24							
25							
26							
27							
28							
29							
30							

5) Volume Related Information	Quantity	Notes
Number of Employees	3	Details contained on Organizational Chart
Number of Suppliers		Please supply separate list below

Transactions	QTY	Frequency	Comments
Help Desk Workorders 1	50	Monthly	
Managing Spam Firewall 2		Weekly	
Managing Server Backups 3		Weekly	
Network Monitoring/System Check 4		Daily	
Maintenance/Upgrades of servers 5		High Volume during Summer Months	
Maintenance/Upgrades of workstations 6		High Volume during Summer Months	
Software installs/upgrades 7		High Volume during Summer Months	
Supporting student/administrative software 8		Regularly throughout the school year	
General troubleshooting/problem solving 9		Regularly throughout the entire year	
Updating Website 10		Regularly throughout the entire year	
11			
12			
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Top 20 suppliers	Supplier Name	Annual Spend (Fiscal Year 06-07)
1	Ergonomic Group	\$44,418 Non Recurring
2	Cooperative Systems	\$32,900 Non Recurring
3	Rediker	\$20,677 Recurring
4	CDWG	\$18,780 Non Recurring
5	AT&T	\$13,864 Recurring
6	Bibliomation	\$11,900 Recurring
7	ePlus Technology	\$10,566 Likely Recurring
8	Performance Pathways	\$7,113 Recurring
9	CCV Software	\$6,966 Non Recurring
10	ASAP Software	\$6,076 Non Recurring
11		
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